

CityofHawthorne,California

PHAPlans

AnnualPlanforFiscalYear2002

July1,2002throughJune30,2003

ApprovedbyHousingAuthority –April8,2002

Preparedby

CityofHawthorne

DepartmentofHousingandCommunityDevelopment

4455West126thStreet

Hawthorne,CA90250

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

PHA Plan Agency Identification

PHAName: CityofHawthorne

PHANumber: CA126

PHAFiscalYearBeginning:(mm/yyyy) 07/2002

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☒ Other (list below)
Memorial Community Center

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHAF ISCAL YEARS 2000 -2004
[24CFRPart903.5]

A.Mission

State the PHA's mission for serving the needs of low -income, very low income, and extremely low -income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY EN COURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS .** (Quantifiable measures would include targetssuch as: numbers of families served or PHAS scores achieved.) PHA should identify these measures in the space to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☐ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
 - ☐ Reduce public housing vacancies:
 - ☐ Leverage private or other public funds to create additional housing opportunities:
 - ☐ Acquire or build units or developments
 - ☐ Other (list below)
- ☐ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☐ Improve public housing management: (PHA Score)
 - ☐ Improve voucher management: (SEMA Score)
 - ☐ Increase customer satisfaction:
 - ☐ Concentrate one effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- ☐ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

- ☐ PHA Goal: Increase assisted housing choices
Objectives:
 - ☐ Provide voucher mobility counseling:
 - ☐ Conduct outreach effort to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☐ Implement voucher homeownership program:
 - ☐ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site -based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☐ PHA Goal: Provide an improved living environment
Objectives:
 - ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☐ Implement public housing security improvements:
 - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☐ Other: (list below)

HUD Strategic Goal: Promote self -sufficiency and asset development of families and individuals

- ☐ PHA Goal: Promote self -sufficiency and asset development of assisted households
Objectives:
 - ☐ Increase the number and percentage of employed persons in assisted families:
 - ☐ Provide or attract supportive services to improve assistance recipients' employability:

- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required :
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

AnnualPHAPlan
PHAFiscalYear2000
[24CFRPart903.7]

i. AnnualPlanType:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☒ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24CFR Part 903.79(r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

See Attachment A Executive Summary of Annual Plan

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

Required Attachments:

- ☐ Admissions Policy for Deconcentration
- ☐ FY2000 Capital Fund Program Annual Statement
- ☐ Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☐ FY2000 Capital Fund Program 5 Year Action Plan
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)

Attachment B	Statement of Housing Needs
Attachment C	Strategy for Addressing Needs narrative
Attachment D	Section 8 Landlord Incentive Program Guidelines
Attachment E	Amendments to Chapter 11 Administrative Plan – Making Payments to Owner
Attachment F	Amendment to Chapter 7 Administrative Plan – Credit Report
Attachment G	Section 8 Security Deposit Assistance Program Guidelines
Attachment H	Amendment to Chapter 15 Administrative Plan – Grounds for Denial and Termination
Attachment I	Family Self Sufficiency Program Action Plan
Attachment J	Statement of Progress in Meeting 5 – Year Plan Mission and Goals
Attachment K	HUD Form 50070 Certification of a Drug – Free Workplace
	HUD Form 50071 Certification of Payments to Influence Federal Transactions
	Standard Form LLL Disclosure of Lobbying Activities

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ; Notice and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered each public housing development	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	<input type="checkbox"/> check here if included in the public housing A&O Policy	
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self - Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self - Sufficiency
	Most recent self - sufficiency (ED/SS, TOP or ROSS or other residents services grant) grant program reports	Annual Plan: Community Service & Self - Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi - annual performance report for any open grant and most recently submitted PHDEP application	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	(PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the result of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79(a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income ≤ 30% of AMI	2,782	5	2	5	NA	3	1
Income > 30% but ≤ 50% of AMI	2,692	5	2	4	NA	3	1
Income > 50% but < 80% of AMI	3,331	2	2	4	NA	2	1
Elderly	1,014	4	2	4	NA	1	1
Families with Disabilities	NA	4	4	4	NA	1	1
Race/Ethnicity White	2,232	5	2	4	NA	NA	1
Race/Ethnicity Black	3,106	5	2	4	NA	NA	1
Race/Ethnicity Hispanic	2,675	5	2	4	NA	NA	A
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000 to 2004
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA -wide waiting list administered by the PHA.** PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	598		100
Extremely low income ≤ 30% AMI	398	66.6	
Very low income (>30% but ≤ 50% AMI)	200	33.4	

Housing Needs of Families on the Waiting List			
Low income (>50% but <80% AMI)	0	0.0	
Families with children	419	76.7	
Elderly families	28	4.7	
Families with Disabilities	109	18.2	
Race/ethnicity White	89	14.9	
Race/ethnicity Black	493	82.4	
Race/ethnicity Asian	9	1.5	
Race/ethnicity Hispanic	65	10.9	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 14 months Does the PHA expect to re-open the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the wait generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes ing list, even if			

C.Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1: Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off -line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed financed development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below)
See Attachment D Section 8 Landlord Incentive Program Guidelines
See Attachment E Amendment to Chapter 11 Administrative Plan - Making Payments to Owners
See Attachment F Amendment to Chapter 7 Administrative Plan - Credit Report

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed -finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30% of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☒ Other: (list below)
See Attachment G Section 8 Security Deposit Assistance Program Guidelines

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special purpose voucher targeted to the elderly, should they become available
- ☒ Other: (list below)
Work with non-profit agencies to develop alternative housing choices for elderly.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special purpose voucher targeted to families with disabilities, should they become available

- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)
Work with non-profit agencies to develop alternative housing choices for the disabled.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty/minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☐ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups

☐ Other:(listbelow)

2. Statement of Financial Resources

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant -based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing support services, Section 8 tenant -based assistance, Section 8 support services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant -Based Assistance	2,816,170	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self - Sufficiency Grants		
h) Community Development Block Grant	323,426 25,000 10,000 20,000	Code Enforcement Multifamily Disability House of Yahweh St Margaret's Center
i) HOME	50,000 308,800 15,000	Security Deposit Assistance Multifamily Rehab Fair Housing
Other Federal Grants (list below)		
Section 8 Rental Assistance Housing Choice Voucher FSS Program Coordinator	320,000 41,820	Additional Vouchers FSS Program Coordinator
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Administrative Fee Reserve	50,000	Section 8 Security Deposit Assistance
	100,000	Section 8 Landlord Incentive
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
4. Non -federal sources (list below)		
Total resources	4,080,216	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing N/A

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☐ Criminal or drug-related activity
- ☐ Rental history
- ☐ Housekeeping
- ☐ Other (describe)

c. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site -based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site -based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☐ Three or More

b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- ☐ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☐ Medical justification
- ☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) **Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contributes to meeting income goals (broad range of incomes)
- ☐ Household that contributes to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☐ The PHA - resident lease
- ☐ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☐ Anytime family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

- a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) development to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other policies** based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub -component 3B. Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☐ Criminal or drug -related activity only to the extent required by law or regulation
- ☒ Criminal and drug -related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug -related activity (list factors below)
- ☒ Other (list below)
See Attachment H Amendment to Administrative Plan Grounds for Denial and Termination

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC - authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug -related activity
- ☒ Other (describe below)
Current and previous landlord's names and addresses, if known

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant -based assistance waiting list merged? (select all that apply)

- ☐ None
- ☐ Federal public housing
- ☒ Federal moderate rehabilitation
- ☐ Federal project -based certificate program

☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

☒ PHA main administrative office

☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below: Upon written request by participant

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is >50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families

- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- ☐ Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- ☐ Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5.If the PHA plansto employ preferences for “residents who live and/or work in the jurisdiction”(select one)

- ☒ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6.Relationship of preference to income targeting requirements:(select one)

- ☐ The PHA applies preferences within income tiers
☒ Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained?(select all that apply)

- ☒ The Section 8 Administrative Plan
☐ Briefing sessions and written materials
☐ Other (list below)

b. How does the PHA announce the availability of any special -purpose section 8 program to the public?

- ☐ Through published notices
☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.79(d)]

A. Public Housing N/A

Exemptions: PHA that do not administer public housing are not required to complete sub -component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

- ☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☐ \$26-\$50

2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☐ No Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent -setting policy)
If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent -setting policy)

If yes, state percentage/s and circumstances below:

- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- ☐ Other (list below)

g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant -Based Assistance

Exemptions: PHA that do not administer Section 8 tenant -based assistance are not required to complete sub -component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR

☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
- ☒ Other (list below)
Every six months

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burden of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows: The City of Hawthorne Housing Authority is the PHA for the Section 8 Program. The Mayor, City Council and a Section 8 Program participant comprise the Housing Authority Board. The staff for the program is the Department of Housing and Community Development. The Department is headed by the Director of Housing and Community Development and also includes 1 Housing Administrator, 5 Housing Specialists, 2 Housing Inspectors, 1 Financial Clerk, and 1 Clerk. An additional Housing Specialist will be hired during the Program Year.

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	NA	
Section 8 Vouchers	686	100
Section 8 Certificates	NA	
Section 8 Mod Rehab	2	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal	NA	

Programs(list individually)		
TOTAL	688	100

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

Copies of the Hawthorne Administrative Plan for the Section 8 Certificate and Voucher Programs

Copies of the Administrative Plan are available at the City Hall

Department of Housing and Community Development, 4455 West 126th Street, Hawthorne, CA 90250

6. PHA Grievance Procedures

[24CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8 - Only PHAs are exempt from sub - component 6A.

A. Public Housing N/A

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant -Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs N/A

[24CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub -component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long -term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

- ☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as Attachment (state name)

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

(2)Optional5 -YearActionPlan

Agenciesareencouragedtoincludea5 -YearActionPlancoveringcapitalworkitems.Thisstatement canbecompletedbyusingthe5YearActionPlantableprovidedinthetablelibraryattheendofthe PHAPlantemplate **OR**bycompletingandattachingaproperlyupdatedHUD -52834.

a. ☐ Yes ☐ No:Is the PHA providing an optional5 -Year Action Plan for the Capital Fund?(if no, skip to sub -component 7B)

b.If yes to question a, select one:

☐ The Capital Fund Program5 -Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

☐ The Capital Fund Program5 -Year Action Plan is provided below:(if selected, copy the CF P Optional 5 Year Action Plan from the Table L ibrary and insert here)

B.HOPEVI and Public Housing Development and Replacement Activities(Non -Capital Fund)N/A

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPEVI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☐ No:a) Has the PHA received a HOPEVI revitalization grant?(if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☐ No:c) Does the PHA plan to apply for a HOPEVI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ Yes ☐ No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year? If yes, list developments or activities below:

☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

8. Demolition and Disposition N/A

[24CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

7. Timeline for activity:

a. Actual or projected start date of activity:

b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities N/A

[24CFR Part 903.79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete as streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	(DD/MM/YY)

5.If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously -approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant -Based Assistance N/A

[24CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act

1. ☐ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete as a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)
2. Activity Description
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- ☐ Conversion Plan in development
☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY)
☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)
☐ Activities pursuant to HUD - approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: _____)
☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
☐ Units addressed in a pending or approved HOPE VI revitalization plan (date submitted or approved: _____)
☐ Requirements no longer applicable: vacancy rates are less than 10 percent
☐ Requirements no longer applicable: site now has less than 300 units
☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing N/A

Exemptions from Component 11 A: Section 8 only PHAs are not required to complete 11 A.

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S.

Housing Act of 1937 (42 U.S.C. 1437z -4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to

high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26- 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA - established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self -sufficiency Programs

[24CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MMYY

2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- ☐ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)

- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☒ Other policies (list below)
PHA will not do an Interim reexamination for households where the income has changed due to an increase in the number of hours worked and/or rate of pay at the same job as reported at the prior Annual Certification.

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self-Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs

ProgramName&Description (includinglocation,ifappropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (developmentoffice/ PHAMainoffice/ otherprovidername)	Eligibility (publichousingor section8 participantsor both)
<i>LifeSkillsTraining</i>	<i>100</i>	<i>Opentoall participants</i>	<i>PHAMainoffice</i>	<i>Section8 participants</i>

(2)FamilySelfSufficiencyprogram/s

a.ParticipationDescription

FamilySelfSufficiency(FSS)Participation		
Program	RequiredNumberofParticipants (startofFY2000Estimate)	ActualNumberofParticipants (Asof:DD/MM/YY)
PublicHousing	NA	NA
Section8	26	0

- b. ☒ Yes ☐ No: IfthePHAisnotmaintainingtheminimumprogramsizerequiredbyHUD,doesthemostrecentFSSActionPlanaddressthestepssthePHAplannstaketoachieveatleasttheminimumprogramsiz?
- Ifno,liststepsthePHAwilltakebelow:
 SeeAttachmentIFamilySelfSufficiencyProgramActionPlan
 ProgramCoordinatingCommitteeestablished.TheSouthbay
 WorkforceIncentiveBoardwillactastheProgram
 CoordinatingCommitteeforFSS.TheBoardmembershipwas
 increasedtoincludearepresentativeofthePHAandaSection8
 Programparticipant.FSSActionPlansubmittedwiththisPHA
 Plan
 OutreachwillbeginJuly1,2002
 SelectionprocesstobecpletedbySeptember15,2002

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☐ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 1 of the U.S. Housing Act of 1937	2(c) of
------------------------------------------------------------------------------------------------------------	----------------

13. PHA Safety and Crime Prevention Measures N/A

[24 CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower -level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual level of violent and/or drug -related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anti-crime/anti-drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug -prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at -risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug -elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents

- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)
2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY N/A

[24CFR Part 903.79(n)]

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

See Attachment K Civil Rights Certification
PHA Certifications of Compliance with the PHA Plans and Related Regulations
Certification by State or Local Official of PHA Consistency with the Consolidated Plan
HUD Form 50050
HUD Form 50071
Standard Form LLL

16. Fiscal Audit

[24CFR Part 903.79(p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?

3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management N/A

[24CFR Part 903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.
High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24CFR Part 903.79(r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached as Attachment (Filename)
- ☒ Provided below:

Resident Advisory Board recommended approval of the PHA Annual Plan, as proposed

3. In what manner did the PHA address those comments? (select all that apply)

- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments. List changes below:
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
- Resident on the PHA Board was nominated and elected by Resident Advisory Board. Participant is Gina Dobson

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations

☐ Other(list)

C.Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) City of Hawthorne
Consolidated Plan, PY 2000 through 2004

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

2. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Fair Housing activities will be funded with HOME administrative as well as Section 8 funding.

CDBG funded Multifamily Disability Improvement Program information was sent to and landlords participating in the Section 8 Program

D. Other Information Required by HUD

See Attachment J Statement of Progress in Meeting 5 - Year Plan Missions and Goal

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

AttachmentA	ExecutiveSummary
AttachmentB	StatementofHousingNeeds
AttachmentC	StrategyforAddressing NeedsNarrative
AttachmentD	Section8LandlordIncentiveProgram Guidelines
AttachmentE	AmendmenttoChapter11AdministrativePlan –MakingPaymentstoOwner
AttachmentF	AmendmenttoChapter7AdministrativePlan – CreditReport
AttachmentG	Section8SecurityDepositAssistanceProgram Guidelines
AttachmentH	AmendmenttoChapter15AdministrativePlan –GroundsforDenialandTermination
AttachmentI	FamilySelfSufficiencyProgramActionPlan
AttachmentJ	StatementofProgressinMeeting5 –YearPlan MissionandGoals
AttachmentK	Certifications

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and III

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Non dwelling Structures	
13	1475 Non dwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2 - 19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

OptionalTablefor5 -YearAc tionPlanforCapitalFund(Component7)

Completeonetableforeachdevelopmentinwhichworkisplannedinthenext5PHAfiscalyears.CompleteatableforanyPHA
plannedinthenext5PHAfiscalyear.Copythistableasmanytimesasnecessary.Note:PHAsneednotincludetheinformationfromYearOneofthe5
informationisincludedintheCapitalFundProgramAnnualStatement.

-widephysicalormanagementimprovements
-Yearcycle,becausethis

Optional5 -YearActionPlanTables				
Development Number	DevelopmentName (orindicatePHAwide)	Number Vacant Units	%Vacancies inDevelopment	
DescriptionofNeededPhysicalImprovementsorManagement Improvements			Estimated Cost	PlannedStartDate (HAFiscalYear)
Totalestimatedcostovernext5years				

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition/disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>



CITYOFHAWTHORNE

SECTION8 SECURITYDEPOSIT ASSISTANCE PROGRAM

PROGRAMGUIDELINES

CITY OF HAWTHORNE
SECTION 8 SECURITY DEPOSIT ASSISTANCE PROGRAM

A. Purpose and Goal of Program

The purpose of the Section 8 Security Deposit Assistance Program is to provide deferred loans to Section 8 participants unable to provide the lump sum needed for a security deposit at the time a lease is initiated. d.

The goals of the Section 8 Security Deposit Assistance Program are to assist eligible Section 8 participants in moving to units more suitable to their household needs and to maintain a high lease-up rate for the Section 8 Program.

B. Sources of Funds

The source of funds for the Section 8 Security Deposit Assistance Program is the Administrative Fee Reserve of the Section 8 Rental Assistance Program.

C. Assistance

Eligibility: Active participant in City of Hawthorne Section 8 Program and participants issued an initial Housing Voucher from the City of Hawthorne Waiting List. Section 8 participants who have reported in from other jurisdictions and are administered by the City as the Receiving PHA are ineligible for assistance under this Program. m.

Maximum Loan: Amount not to exceed one (1) month contract rent

Interest Rate: Zero percent (0%) interest rate

Term: Loan repayment is deferred until:

- a. The recipient terminates the lease;
- b. The recipient terminates participation in the Section 8 Rental Assistance Program; or
- c. The recipient is terminated from the Section 8 Rental Assistance Program.

Security of Loan: Promissory Note

Payments: The full outstanding principal amount is due immediately upon the end of the deferred period.

D. Payment History

The Participant's rent payment history will be reviewed. Participants must have a consistent history of making timely tenant rent payments to be eligible.

E. Additional Uses of Loans Funds

Participants must be leasing in Hawthorne to have assistance under this Program. Participants porting to another jurisdiction will not be able to obtain financial assistance for the security deposit.

F. Security Deposit Payment

These security deposit will be made as a two party check, payable to the participating tenant and the property owner. Upon receiving the check from the City, the tenant will endorse the check and submit the endorsed check to the property owner.

G. Disclosure of Information

The City is a public agency and information or records (with the exception of financial information which falls under Government Code Section 6250(c), and Section 7460 et seq.) submitted or released to the City by the Owner may be considered public records and subject to disclosure under the Public Records Act, Government Code section 6250 et seq.

H. Discrimination

The City will not discriminate upon the basis of sex, age, race, creed, color, religion, national origin, marital status, ancestry or physical disability in accepting applications and processing Program loans.

I. Amendments

Rules, regulations and procedures may be modified by the City Staff from time to time to accommodate changes in Federal and State regulations and housing policies adopted by the City Council. Major modifications to the program guidelines such as the purpose, goal and objective of the program will rest with the City Council.

1. Statement of Housing Needs

III. HOUSING NEEDS

Consolidated Plan Table 2A, (See Appendix IV), Priority Housing Needs Summary Table, depicts the estimated needs of the very low and low income households of the City. The information presented was obtained from the 1990 Census provided by HUD as the CHAS Data - Book.

The following analysis of current City housing conditions presents housing needs and concerns relative to various segments of the population.

Several factors will influence the degree of demand, or "need," for new housing in Hawthorne in coming years. The four major "needs" categories considered in this element include:

- Housing needs resulting from population growth, both in the City and the surrounding region;
- Housing needs resulting from the overcrowding of units;
- Housing needs that result when households are paying more than they can afford for housing; and
- Housing needs of "special needs groups" such as elderly, large families, female-headed households, households with a disabled person, and the homeless.

Analysis of demographics and market conditions indicate that the number of households at the extremes of the income spectrum will continue to grow while the traditional middle income segments decline in size and activity in the housing market.

In terms of specific housing needs, home ownership and the first time homebuyer program will become critical for the moderate to above moderate income population, while the other income groups will need help in meeting the increasingly higher cost burdens.

State housing policy recognizes that cooperative participation of the private and public sectors is necessary to expand housing opportunities to all economic segments of the community. A primary State goal is the provision of decent housing and suitable living environment for Californians of all economic levels.

Historically, the private sector generally responds to the majority of the community's housing needs through the production of market-rate housing. However, the percentage of the population on a statewide basis who can afford market rate housing is declining. "Affordable housing costs with respect to very low, low and moderate income households shall not exceed 30 percent of gross household income." (Health and Safety Code, Section 50052.9).

A. Cost Burden/Overpayment

Cost burden or overpayment is one of the major housing needs that must be discussed in the Consolidated Plan. This need is estimated on the basis of lower income households that spend more than 30% of their income on housing costs. Severe cost burdened is defined as 50% or more of income being spent on housing costs.

Table 18 reports on the number of cost burdened households by income group and tenure. There are an estimated 8,862 lower income households --both owners and renters --that are spending more than 30% of their income on housing costs. Financial assistance to reduce or eliminate overpaying is unavailable for owners. Assistance from the Section 8 program is available to renters.

There are an estimated 8,132 lower income renters that are cost burdened. About one half of the cost burdened households are allocating 30-50% of their income on housing costs and another one-half are paying more than 50% of their income on housing costs.

The amount of Section 8 rental assistance available from HUD is insufficient to meet the needs of all cost burdened households. The detailed information is presented on Table 18 below.

**TABLE 18
CITY OF HAWTHORNE
COST BURDENED HOUSEHOLDS BY
INCOME GROUP AND TENURE**

Income Group	Cost Burden (30% -50%)		Severe Cost Burden (50+%)	
	Renters	Owners	Renters	Owners
Extremely Low	228	58	2,494	169
Very Low	1,352	86	1,286	142
Low	2,578	119	200	150
Moderate	401	182	7	78
TOTAL	4,559	445	3,987	539

Source: HUD CHAS Data Book 1994 CHAS Table 1C - Housing Assistance Needs of Low/Moderate Income Households.

Note: Cost Burden = households paying 30% - 50% of their income on housing costs.
Severe Cost Burden = households paying 50% + of their income on housing costs.

B. Overcrowding

Housing unit overcrowding reflects the inability of household storentor buy housing with sufficient space to meet their needs. The 1990 Census includes an indicator of overcrowded households as households with more than 1.01 persons per room, excluding bathrooms, kitchens, hallways, and porches, while severe overcrowding is measured by 1.5 or more persons per room.

The 1990 Census reported that 19% of the City's households were overcrowded, a significant percentage increase since 1980. Table 19 provides more detailed data on overcrowded households by income group and tenure.

TABLE 19
CITY OF HAWTHORNE
INCIDENCE OF OVERCROWDED HOUSEHOLDS
BY TENURE AND INCOME GROUP

Income Group	<u>Renters</u>		<u>Owners</u>
	Large	All	Other Than Elderly
	<u>All</u>		
0-30%	81.9%	27.8%	32.3%
	14.2%		
31-50%	78.9%	36.9%	33.7%
	17.4%		
51-80%	75.3%	36.3%	33.4%
	25.5%		
Total	72.6%	28.6%	22.1%
	17.6%		

Source: U.S. Department of Housing and Urban Development, Comprehensive Housing Affordability Strategy (CHAS) Data Book, (June 4, 1993), Table 8, "Incidence of Overcrowded Households: 1990 by Tenure and Income Group for All Households and Large-Related Households". (Note: HAMFI = HUD Area Median Family Income)

C. Substandard Housing Conditions

The definition of substandard are units which do not meet or exceed the Section 8 Existing Housing Quality Standards or local building codes whichever are stricter. Suitable for rehabilitation is defined as having the potential for providing safe, sound, and decent housing, conforming to safe building practices and City zoning regulations after maximum available benefits under the City's housing rehabilitation programs have been used for rehabilitation. The definition of suitable for rehabilitation also includes any substandard unit, which can be rehabilitated to a standard condition at an economically feasible cost.

According to the City's current Housing Element, there are 855 rental units requiring rehabilitation. Additionally, there are 645 owner units requiring rehabilitation.

The Citywide percentages of income group/tenure were applied to the specific count of units requiring rehabilitation to estimate the income distribution of households occupying units in need of rehabilitation. The results are listed below .

TABLE 20
HOUSING UNITS IN NEED OF REHABILITATION

Income Level	Renter	Percent	Owner	Percent
Extremely Low (<30%)	149	17.4%	30	4.6%
Very Low (30 -50%)	121	14.2%	50	7.8%
Low (51 -80%)	192	22.4%	77	12.0%
Moderate (81 -95%)	91	10.7%	45	7.0%
Above Moderate (96+%)	302	35.3%	443	68.6%

D. Categories of Residents in Need

1. Section 8 Waiting List : There is currently an eight year time period for anyone on the Section 8 waiting list to receive assistance. Almost all of the families on the waiting list meet federal preference criteria which includes occupants of substandard housing, families paying 50% or more of their income for housing, and involuntary displacement from their homes.
2. First-Time Homebuyers : The cost of housing is often beyond the means of many low -moderate income households. The ownership rate between 1980 and 1990 decreased from 32.7% to 25.6%. There are almost 7,493 renter -households in the 25 -34 age group residing in Hawthorne. This population group is indicative of the need for a first -time homebuyer assistance program.
3. Elderly and Persons with Disabilities : According to the 1990 Census, there are an estimated 6,514 persons 62+ years of age. About one -half (49.4%) of this total were in the 70+ age category. About 1,703 seniors over the age of 65 reported disabilities in the form of self -care and mobility limitations. In the 1990 Census persons were identified as having a self-care limitation if they had a health condition that lasted for six months and which made it difficult to take care of their own personal needs, such as dressing, bathing, or getting around inside the home. Persons were identified as having a mobility limitation if they had a health condition that lasted six or more months and which made it difficult to go outside the home alone such as shopping and visiting the doctor's office.

E. Regional Housing Needs Assessment

The fair share allocation process begins with the California State Department of Finance's projections of statewide housing demand for a five year period, which is then apportioned by the State's official Department of Housing & Community Development (HCD) among each of the State's official regions. For Los Angeles County, the Southern California Association of Government (SCAG) is then responsible for providing an estimate of each City's fair share distribution of affordable and moderate housing.

1. The 1998 -2003 Hawthorne Fair Share Estimate

The methodology presented represents a customized "fair share" estimate for Hawthorne for the 1998 -2003 planning period, using the framework of the SCAG allocation approach, but updated to reflect post 1990 Census and other population and housing data, and recent SCAG regional allocation forecasts. The following table presents resulting estimated "fair share" allocation for the City of Hawthorne for the 1998 -2003 planning period.

TABLE 21
HAWTHORNE FAIR SHARE HOUSING NEEDS ALLOCATION
1998-2003

Regional Share Needed	Very Low (25%)	Low (20%)	Moderate (23%)	Above Moderate (32%)
597	152	120	137	189

There is clearly a need for additional affordable housing within the City of Hawthorne.

2. Incidence of Housing Needs Among Racial/Ethnic Groups

The Consolidated Plan must include an analysis of any disproportionately greater needs among any racial or ethnic groups. For this purpose, disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least 10 percentage points higher than the percentage of persons in the category as a whole.

There are an estimated 2,196 very low income Black, Non-Hispanic households, and 2,062 very low -income Hispanic households within the City of Hawthorne. These two groups

represent 45.1% and 42.3% of the entire very low -income minority household population. The vast majority of these two groups experiences some form of "housing problem." Housing problems refer to cost burden, overcrowding and physically inadequate housing. Table III -3 on the following page presents the percentage breakdowns for the renter and owner households by minority status and family type.

About 88.1% of all very low -income minority renter households have some form of housing problem. About 85.5% Black, Non-Hispanic, very low income renter households and 89.8% Hispanic very low income renter households have some form of housing problem.

The situation is not quite as dramatic for very low -income owner households. About 78.4% of all minority very low income owner households have housing problems; followed by 83.8% of the Hispanic households and 76.7% of the Black, Non -Hispanic households.

TABLE 22
CITY OF HAWTHORNE
PERCENT OF RENTER AND OWNER HOUSEHOLDS
WITH INCOMES BELOW 51% HAMFI HAVING
ANY HOUSING PROBLEMS BY
MINORITY STATUS AND FAMILY TYPE: 1990

<u>Owner</u>	<u>Renter</u>	
Black, Non -Hispanic	85.5%	76.7%
Elderly	63.0%	47.4%
Small	93.6%	78.3%
Large	84.5%	100.0%
Hispanic	89.8%	83.8%
Elderly	74.7%	46.2%
Small	96.6%	87.5%
Large	97.4%	100.0%
All-Minority	88.1%	78.4%
Elderly	71.3%	46.7%
Small	95.2%	76.0%
Large	96.2%	100.0%
All Households	87.4%	52.8%
Elderly	78.2%	38.2%

Small	93.9%	66.9%
Large	96.8%	100.0%

Source: U.S. Department of Housing and Urban Development, Comprehensive Housing Affordability Strategy (CHAS) Data Book, (June 4, 1993), Table 7 (Parts 2 and 4), "Percent of Renter and Owner Households with Incomes Below 51 % HAMFI: 1990 by Minority Status and Family Type". Note: HAMFI=HUD Area Median Family Income.

IV. ASSISTED HOUSING INVENTORY

A. Public Housing

The Redevelopment Agency currently owns and operates 8 units of affordable rental housing.

1. Section 8

There is currently an eight-year waiting list for Section 8 assistance. The Hawthorne Housing Authority currently receives 579 portable certificates, 297 portable vouchers, 395 in-house certificates and 62 in-house vouchers. The City will continue to support the Housing Authority to retain and expand their vouchers and certificates.

2. Other Assisted Housing

The City's project-based assisted housing inventory includes 224 Section 236 assisted apartment units in three projects:

- ✓ Cerise Apartments - 138 units
- ✓ Yukon Apartments - 58 units
- ✓ Lemoli Apartments - 28 units

Other assisted units are two Caltrans Replacement Housing Program developments, two 75-unit senior housing developments, and another 10 units developed privately under the City's density bonus policy.

B. Supportive Housing Needs/Facilities/Services

1. Supportive Housing Needs

In this sub-section, the CPD quantifies and describes supportive housing needs. Supportive housing is housing with a supportive environment, including intermediate care facilities, group homes, single room occupancy, and other housing that includes a planned services component. The following groups are included in the needs assessment: the elderly and frail elderly, persons with disabilities (mental, physical, developmental), persons diagnosed with HIV/AIDS, and other related needs. The needs assessments are based on the methodologies described in HUD's technical

assistance manuals. These methodologies rely on national prevalence rates based on age, gender and income for the seven population groups. The national rates were adjusted to reflect the age /sex/ income -specific characteristics in Hawthorne. The numbers of persons in need of supportive housing is not extensive. The severity of needs and problems is very high among this population group, however.

a. Elderly and Frail Elderly

The distinction between elderly and "frail" lies in the functional status of the individual. Specifically, if the person has one or more Limitations to Activities of Daily Living (ADL's) or Instrumental Activities of Daily Living (IADL's), he or she may need assistance to perform daily living and, therefore, are considered as "frail elderly." According to the 1990 Census, there are an estimated 5,400 seniors 65+ years. About 9% to 26% of the senior population have one or ADL's depending on their age. Based on this information, there are an estimated 450+/- seniors with conditions that meet the definitions of frail elderly.

The senior population is not homogeneous and their incomes vary. Based on HUD information supplied for the CHAS, an estimated 67.5% of the senior population had annual incomes below the low income threshold (<80% of the median income). The assumption is that elderly persons need supportive housing assistance if they are both frail and low-income, since supportive housing assistance offers services to compensate for frailty as well as financial assistance to offset low incomes. The estimated number of frail elderly persons with low incomes is 304 (450 X 67.5%).

b. Persons with Disabilities

1) Severely Mentally Ill: Based on national prevalence rates, one percent of the adult population (18 years+) have a severe mental illness on the basis of diagnosis, duration and disability. There are an estimated 54,000 persons over 18 years old. This means that an estimated 540 persons over the age of 18 have a condition that meets the definition of severe mental illness. About 46% of the City's households

have incomes below 80% of the median income. As a result, it is estimated that about 250 severely mentally ill persons live in lower income households.

2) Developmentally Disabled: According to the Association for Retarded Citizens (ARC), a national organization for retarded and disabled citizens, this population is estimated to be about 1 to 3% of the total population. Based on the mid -point of these two percentages, it is estimated that 1,500 residents are developmentally disabled. An estimated 690 developmentally disabled are residing in lower income households.

3) Physically Disabled: The 1990 Census identifies three forms of mobility/self -care status: mobility limitation only, self -care limitation only, and mobility and self -care limitations. For the purposes of identifying the physically disabled population, any person with a mobility and/or self -care limitation was considered disabled. Based on this information, there are an estimated 7,000 physically disabled persons living in Hawthorne. An estimated 3,200 physically disabled persons would be residing in lower income households.

c. Alcohol and Drug Addiction

According to the National Institute of Alcohol Abuse and Alcoholism, the percentage of men with moderate or severe drinking problems is around 14% to 16%, and 6 % for women. The adult male population over 18 is estimated at 26,000 while the female population is 27,000. Using the above -noted percentages, and applying them to the gender specific population over 18 years of age, estimated total number of persons with alcohol abuse problems 6,100. About 2,800 of these persons would be residing in lower income households.

Determining the population prone to drug abuse is more difficult. In a state wide report entitled, Crime and Delinquency in California, 1992, Published by the California Department of justice, the rate of felony arrests for drug offenses was 580 per 100,000 and 400 per 100,000 for misdemeanors. Thus, there are

approximately 980 arrests for drug offenses per 100,000 of the State population. Using these rates and applying them to the City's total population it is possible to determine the number of potential drug offenders with the City. Even though these rates are for arrests, and not necessarily for all people who use drugs, it is the best estimate available.

Using the above methodology, it is estimated that drug abuse affects 750 persons. About 350 would be living in lower income households.

d. AIDS/HIV

According to the County Center for Communicable Diseases (CDC), the countywide total of AIDS and HIV related diseases is 22,322 as of September 30, 1993. According to the CDC, the communicable number of cases within the City of Hawthorne is 115.

e. Elderly and Frail Elderly

The City's housing inventory includes 150 units designed to meet the needs of elderly persons and households. Additional elderly housing needs are met by Section 8 and Section 236 assisted units.

f. Disabled Population

The Section 8 Aftercare Program assists 110 very low income households. No specific housing units have been built for the mentally and developmentally disabled population. For the physically disabled, the City's CDBG Housing Rehabilitation Program provides for a Handicapped Assistance Grant for the installation of wheelchair ramps and grab bars.

g. AIDS

No specific housing units have been built for this group.

V. HOMELESS NEEDS AND FACILITIES/SERVICES

A. Nature and Extent of Homelessness

1. Definitions of Homelessness

The definitions of homeless, homeless persons and homeless families, as contained in the Final Rules for the preparation of the Consolidated Plan, are as follows:

Homeless: An individual or family who: 1) lacks a fixed, regular and adequate nighttime residence; and 2) has a primary nighttime residence that is a) a supervised publicly or privately operated shelter designed to provide temporary living accommodations such as welfare hotels, congregate shelters, and transitional housing for the mentally ill; b) an institution that provides a temporary residence for individuals intended to be institutionalized; or c) a public or private place not designed for, or ordinarily used, as a regular sleeping accommodation for human beings.

Homeless Person (Individual): A youth (17 years or younger) not accompanied by an adult (18 years or older) or an adult without children.

Homeless Family with Children: A family that includes at least one parent or guardian and one child under the age of 18; a pregnant woman; or a person in the process of securing legal custody of a person under the age of 18; who is homeless.

2. Extent of Homelessness

The extent of homelessness in Hawthorne is difficult to quantify. The 1990 Census provided counts of the sheltered and unsheltered homeless. According to the Census, there are zero persons in sheltered facilities and one person was found unsheltered (i.e., visible in the street). The present estimate is 20 - 25 unsheltered persons at a maximum. Part 2 of Table 3 (Appendix IV) pertains to the sub-population of the homeless with service needs related to: severe mental illnesses; alcohol and other drug abuse; SMI & alcohol/other drug abuse; domestic violence; homeless youth; and AIDS/related diseases.

3. Persons and Families Threatened with Homelessness

Section 8 Waiting List: Persons on the Section 8 waiting list may have severe financial problems and be doubling up, living in overcrowded living arrangements and deteriorated housing and be on the verge of homelessness. As of April 1995, the Hawthorne Housing Authority had a total of almost 800 families on its Section 8 waiting list. Almost all of the families on the waiting list meet the Federal preferences for admission to the Section 8 program. The Federal preferences are households that are: displaced; paying more than 50% of their gross income for housing; and/or living in substandard housing.

Extremely Low Income, Severe Cost Burdened Renters:
These renters make less than 30% of the median income and allocate 50% or more of their income for housing expenses. As indicated by Table 18 there are an estimated 2,500 extremely low income, severe cost burdened renter households. These households could be threatened with homelessness.

B. Inventory of Homeless Facilities and Services

1. Emergency Shelters and Transitional Housing Facilities

An area-wide inventory of facilities and services for homeless persons was conducted. The inventory encompassed all cities adjacent to Hawthorne plus the County of Los Angeles. There are no emergency shelter facilities in the cities of El Segundo, Hawthorne, Redondo Beach or Torrance. The City of Inglewood provides CDBG funds to the Southern California Veterans Service Council, which assists with emergency shelter. That organization issues approximately 30 motel vouchers per month. The Veteran's Service Council does not keep data on where the clients come from and could not estimate how many clients, if any, come from Hawthorne.

- Charlotte's House provides transitional housing with supportive services for multi-diagnosed homeless women with children from the Los Angeles County area and empowers them with strengths, skills, dignity & job training to become self sufficient.

- The House of Yahweh in Lawndale provides transitional shelter for a maximum of 16 persons. This shelter accepts single men, single women, and families for a maximum of 60 days. Many clients are referred from social service agencies. Approximately one family from Hawthorne was served in 1992.
- The Beacon Light Shelter in Wilmington provides emergency shelter for men. The maximum stay at the 40 -bed shelter is seven nights. The shelter serves 1,300 -1,400 men per month. Of these, approximately 20 come from Hawthorne.
- The Bible Tabernacle facility in Venice provides emergency shelter to men, women, and families. Bible Tabernacle does not keep data on their client's last place of residence.

There is one facility located in Hawthorne, which services homeless/drug addicted persons. This facility is operated by the Behavioral Health Services. The facility is a "recovery home residential" with 45 beds.

2. Other Facilities

There are no day shelters, soup kitchens and other comparable facilities located in Hawthorne. To the City's knowledge, there are no private organizations operating food or hotel voucher programs for homeless persons in Hawthorne. The County of Los Angeles Social Services Department may operate food and/or hotel vouchers that assist homeless persons in or near Hawthorne.

- The Occupational Therapy Training Project provides job training skills to youth in the City of Hawthorne.
- RFK is a Mobile Medical Unit which operates daily and offers basic primary health care and health screenings and education to schools, senior centers, health fairs and disaster sites.
- South Bay Free Clinic provides essential dental services to Hawthorne's extremely low, low and moderate -income families.

- PATH provides transitional housing linked with employment services to homeless people.

VI. LEAD-BASED PAINT ASSESSMENT NEEDS

Lead poisoning is the number one environmental health hazard to children in America today. An estimated 10 to 15 percent of all pre-schoolers in the United States are affected. One out of six children in California has lead poisoning. The health effects of lead poisoning are devastating and irreversible. Children can be exposed to lead in many ways. Sources of exposure include lead-based paint, lead-contaminated dust/soil, lead-containing ceramic ware and non-traditional health remedies.

Lead poisoning causes:

- Reductions in IQ
- Reading and learning disabilities
- Decreased attention span
- Hyperactivity and aggressive behavior

Age of housing is a primary indicator of the level of lead based paints (LBP) hazard in the community. The older the property, the more likely it contains lead based paint. Lead hazards are most severe in dilapidated older housing, with the worse the condition of the home, the greater the risk of lead exposure to children. Since 1978, paint has been allowed to have a lead content of no more than 600 parts per million.

More than three fourths of all pre-1978 homes contain lead based paint. Sources of lead based paint hazard include:

Lead dust (most common source of lead exposure)

- Lead released from paint as a result of Deterioration (on exterior walls)
- Abrasion (windows, floors, stairs)
- Impact (from doors)
- Disturbance (during painting or rehabilitation)
- Unsafe rehabilitation and demolition practices increase lead hazards

A national survey conducted for HUD has estimated the percent of homes having lead based paint somewhere in the unit based on the year of construction.

TABLE 23
LEAD-BASED PAINT

Construction Year	% Housing Units w/Lead -Based Paint
Pre-1940	90%(+10%)
1940-1959	80%(+10%)
1960-1979	62%(+10%)

These survey estimates of the prevalence of lead-based paint, together with age, tenure and income group data from the 1990 Census can be used to develop a preliminary, very rough estimate of the number of housing units at highest risk for lead-based paint hazard. HUD provided data on housing units by age of the units, tenure and affordability group. The above noted prevalence rates were applied to the age of housing data. Based on this methodology, there are about 6,500 very low and low-income housing units that may contain lead-based paint. The following table provides a general distribution of this part of inventory with potential lead-based paint hazards:

TABLE 24
LEAD-BASED PAINT RISK

	Very Low	Other Low
Owner	806.2%	801.5%
Renter	1,21793.8%	5,12398.5%
Total	1,297100.0%	5,203100.0%

In assessing the potential lead paint hazard of these older structures, several factors must be considered. First, not all units with lead paint have hazards. Only testing for lead in dust, soil, deteriorated paint, chewable paint surfaces, friction paint surfaces, or impact paint surfaces provides information about hazards.

Properties more at risk than others include:

- Deteriorated units, particularly those with leaky roofs and plumbing.
- Rehabilitated units where there was not a thorough cleanup with high phosphate wash after the improvements were completed.

The Housing and Community Development Act of 1992 (Title X) represents a sweeping new approach to the existing problem of lead poisoning. Central provisions require the Federal government to evaluate and control lead hazards in all public housing and publicly assisted housing. A new regulation published by HUD on September 15, 1999 outlines specific requirements that the City will undertake as follows:

- Ensure that all purchasers, occupants and owner-occupants of pre-1978 housing receive a brochure issued by the EPA.
- Ensure that a visual inspection be conducted in properties built before 1978 that will be receiving funds for rehabilitation.
- Conduct treatment of defective surfaces.
- Protect workers that will treat defective surfaces.
- Because of the potential number of units affected by lead-based paint, the City continues to monitor and implement programs to reduce lead-based paint hazards.

VII. FAIR HOUSING

The Fair Housing Act, Title VII of the Civil Rights Act of 1968, prohibits discrimination in the sale or rental of housing based on race, color, religion, sex, and national origin. Subsequent amendments ensured protection against housing discrimination based on physical or mental disability and familial status. In addition, the Fair Employment and Housing Act protects persons against discrimination based on marital status and ancestry and the Unruh Civil Rights Act prohibits discrimination by business establishments.

The State of California has further protections. Under California Civil Code, Section 54.1, a housing provider may not deny equal access to housing to a blind or deaf person and the Ralph Act prohibits persons from engaging in intimidation, violence and other hate crimes based on the protected groups listed.

A. Status

In 1996, the City updated the Analysis of Impediments to Fair Housing report. The report made a number of recommendations to assist the City in removing barriers to Fair Housing. A summary of needs is listed below:

- Development of educational materials for the housing industry.

- Distribution of fair housing materials.
- Abate discrimination by counseling individuals with housing problems.
- Testing to discover illegal practices.
- Provide training workshops regarding tenant/landlord rights and responsibilities.

To further insure fair housing, the City will contract with the Westside Fair Housing Council Institute to investigate and mediate any fair housing issues.

Attachment C

Strategy for Addressing Needs Narrative

The Hawthorne Housing Authority is the designated Public Housing Agency for the City of Hawthorne. The City's Department of Housing and Community Development is the staff for the Housing Authority. The City's Department of Housing and Community Development administers the Section 8 Rental Assistance Housing Programs, the Community Development Block Grant Programs, HOME Programs, and State funded Cal Home Programs. The combination of the functions provides an ease of compatibility and complimentary action that usually is not found in separate and distinct agencies.

The City has taken steps to increase the lease -up rate for the Voucher Program. The staff has been expanded and training provided to increase productivity. In May 2001, the Waiting List was opened for the first time in ten years. The List remained open for one day, with the City receiving nearly 1,400 applications. The City has initiated a more reactive program of approving applicants from the Waiting List and issuing vouchers.

The City is proposing two new programs, using Administrative Fee Reserves as the source of funding. The Section 8 Security Deposit Assistance Program will provide financial assistance to participants needing funds for a security deposit. This should widen the choice of housing by allowing increased mobility and choice in locating apartment units. The Section 8 Landlord Incentive Program seeks to encourage additional landlord participation while encouraging the rehabilitation of apartment units.

The City plans in scheduling various classes for participants. The classes will focus on housing discrimination and fair housing, evictions, life skills, credit counseling and budgeting, and job training. The classes will be conducted by the Westside Fair Housing Council, South Bay Workforce Incentive Board and the Hawthorne Department of Housing and Community Development.

AttachmentD



CITY OF HAWTHORNE SECTION 8 LANDLORD INCENTIVE PROGRAM

PROGRAM GUIDELINES

2002

March 15,

CITY OF HAWTHORNE SECTION 8 LANDLORD INCENTIVE PROGRAM

A. PROGRAM SUMMARY

1. Purpose

This document describes the *Rules, Policies and Procedures* for implementation of the City's Section 8 Landlord Incentive Program. The information is intended to help explain the City's Section 8 Landlord Incentive Program's financial assistance grant to property owners.

The *Rules, Policies and Procedures* may be modified by the City staff, from time to time, to accommodate changes in Federal and State regulations and housing policies adopted by the City Council.

2. Program Summary

The Section 8 Landlord Incentive Program is capitalized from the Section 8 Administrative Fee Reserve. The purpose of the Program is to encourage Owner participation in the Section 8 Rental Assistance Program. Increased Owner participation will widen housing choice and the ability for Section 8 participants to find affordable, standard apartment units. The grant program is a means of providing financial assistance to property owners to renovate rental units and to make the renovated units available to families participating in the Section 8 Rental Assistance Program.

3. FairHousingPolicy

TheCityofHawthorneandotherentitiesactingonbehalfoftheCityinthe administrationofthisProgramwillnotdiscriminateagainstanyOwnerforaSection8 LandlordIncentiveGrant.

B.PROGRAM REQUIREMENTS

1. Requirements

To qualify for the grant, the rental unit to be renovated must be vacant and available for rent. The gross rent (lease rent and tenant paid utilities) for the unit must be at or below the Section 8 Payment Standard, as based on the number of bedrooms in the unit. The vacant unit must be available for rent to a Section 8 participant. After renovation, the unit must meet the Section 8 Housing Quality Standards. The Owner must agree to preserve the unit for tenancy by a Section 8 participant for a minimum of two years.

2. Residence Location Requirements

Section 8 Landlord Incentive Program grants will be made on new or existing single family homes, duplexes, residential condominiums, manufactured homes, townhouses, and apartment units located within the Corporate City Limits of Hawthorne.

3. Property Ownership

The City will verify property ownership and require all persons currently on the title to give written consent to all work proposed to be done on the property prior to initiating such work.

4. Amount of the Section 8 Landlord Incentive Program Grant

The maximum assistance to be provided by the City is the lesser of the actual cost of the renovations or \$2,500 for a one-bedroom unit, \$3,500 for a two-bedroom unit, \$4,500 for a three-bedroom unit, or \$5,000 for a four-bedroom unit. The assistance will be in the form of a grant. No security will be taken for the grant.

5. Eligible Renovation

Repairs which may be eligible through the Section 8 Landlord Incentive Program must be permanent, fixed improvements to the structure. Priority is given to repairing items which do not meet Housing Quality Standards. Improvements may include health and safety items, flooring, painting, window replacement, bathroom and kitchen remodeling, heating, plumbing fixtures, electrical improvements and door replacement.

The following improvements are **ineligible** for financing through the Program.

- d. Reimbursement for an Owner's personal labor.
- e. Purchase, installation, or repair of furniture.
- f. Repairs that are interim in nature.
- g. Recreational equipment, facilities, or repairs.
- d. Bathhouses, swimming pools, saunas, hot tubs, Jacuzzi.
- e. Reimbursement for work initiated prior to Program approval.

Note: This list of eligible and ineligible improvements is not exhaustive. The City will maintain the discretion to determine whether a particular improvement is eligible or not.

An Owner may choose to upgrade the material being used, however, the Owner will be required to pay the difference between the standard grade material commonly specified and the upgraded material. The difference will be deposited with the City and drawn down for payment to the contractor.

6. Additional Uses of Grant Funds

In addition to the eligible direct construction costs, grant funds may be used to pay for financing fees associated with the program including building permit fees.

C.PROGRAMPROCEDURES

1. ApplicationIntake

- a. **Application:** Owners submit an application with the City Department of Housing and Community Development. The application allows the City to explain the Section 8 Landlord Incentive Program. Applications will be reviewed in the order in which they are received.
- b. **Waiting List :** The City will maintain a waiting list for all prospective applicants.
- c. **Inspection and Approval:** An initial inspection of the property will be made by a Program Inspector to determine compliance with the Section 8 Housing Quality Standards (HQS). A Risk Assessment for lead-based paint hazards may be required, based on the type of repairs. A work write-up will be prepared by the Program Inspector detailing improvements needed to address HQS failures and improvements listed by the Owner for inclusion in the bid package. Assistance will not be provided in cases where a determination is made that the dwelling is beyond repair. Notification of such findings will be provided to the Owner in writing.

The applications will be reviewed and approved by the Director of the Department of Housing and Community Development. Owners will be notified in writing regarding eligibility status.
- d. **Historical Review:** City Staff will review all properties participating in the program to determine if any structure on the property is in excess of 50 years of age. For those properties containing buildings in excess of 50 years of age, the City will prepare a Basic Property Identification Form for the subject property and attach required photographs for submission to the State Office of Historic Preservation (SHPO). Any conditions imposed by SHPO for the renovation of the property must be adhered to.

2. Procurement and Contractor Selection

- a. **Procurement:** The City will assist the Owner in obtaining at least two (2) comparable estimates from qualified contractors for each project. The Owner will be responsible for obtaining estimates for repairs. Estimates will be submitted in the form prescribed by the Program. The City will establish limits on the length of time available for the Owner to obtain bids. Failure to obtain bids in a timely manner will be grounds

for suspension from the program.

b. **Selection:** Assistance will be based on the bid provided by the contractor, who is the lowest responsible bidder, is not listed on HUD's debarred list, and is cleared by the Contractor's State Licensing Board. The Owner may choose a contractor whose bid is higher, however, the Owner will be required to pay the difference between the two contracts. The difference shall be deposited into the City's program account prior to the Notice to Proceed and will be drawn down before City funds are used.

c. **Contractor Insurance/License File:** The City shall maintain a file for each contractor performing work pursuant to the terms and conditions of this program. The file shall include the following information:

- Contractor's social security number or federal tax ID number.
- Copies of the contractor's current liability and worker's compensation insurance policies
- Copies of the contractor's current California Contractor's License;.
- Copy of City Business License.
- A list of all of the sub-contractors (including license number) to be used by the General Contractor.
- Federal Lobbyist Certification.
- Lead Based Paint Hazard Certification, as required

Any contractor with lapsed insurance or contractor's license shall be removed from the job until he/she is able to provide proof of current insurance and/or license. All contractors shall be required to obtain a City Business License prior to the issuance of a building permit.

d. **Ineligible Contractors:** The City and the Owner agree not to award any contract for rehabilitation work, to be paid for in whole or in part with proceeds from a Section 8 Landlord Incentive Program grant, to any contractor who is not a California licensed contractor, who cannot produce sufficient evidence of current Workman's Compensation and Liability Insurance coverage, who is on HUD's Debarred Contractor list, or on the City's list of unreliable or irresponsible contractors. All Owners, or any member of the Owner's family, are considered ineligible regardless of credentials or license. Any ineligible contractor found working at the jobsites shall be removed immediately, without compensation.

3. Award of Contract

- a. **Notification:** The City shall notify the contractor of the award of bid.

b. **Rehabilitation Construction Contract:** The contract, for the approved rehabilitation work, shall be prepared by the City and shall be entered into between the Owner and the selected contractor. The City may require the inclusion of certain contractual terms in accordance with HUD requirements. In the event of any dispute arising under this program, the injured party shall notify the injuring party in writing of its contentions as specified under the contractor agreement between the Owner and the contractor.

c. **Private Arrangements:** The City cautions the Owner and the contractor not to enter into "side deals" for additional work or deviations from the approved work write-up. The City will not compensate the contractor for any unauthorized work.

4. Start of Construction

No work shall commence until a "Notice To Proceed" has been issued to the contractor, signed by the Owner and the City. In addition, no work shall commence until the Building Department has issued the proper permits.

5. Payments to Contractor and City Inspections

a. **Inspections and Complaints:** To ensure the integrity of the authorized repair work, the Program Inspector shall conduct a site inspection prior to the issuance of final payment and prepare an inspection report that identifies any deficiencies in a contractor's materials or workmanship. This report shall be reviewed and signed by the Owner. The Program Inspector may make regular and/or unannounced inspections of work in progress to identify the quality of work and assess satisfaction of the Owner.

b. **Payment Request Packages:** No progress payments will be provided. Payment shall be made at the completion of the contract. The Contractor shall submit a payment request package to the City in the prescribed format. All requests shall be signed by the Contractor, Owner, and Program Inspector, certifying that the work has been satisfactorily completed. All pertinent invoices, releases, certifications, and copies of applicable permits shall be attached to the payment request. The payment request must also include the Owner's certification of acceptance, Building Safety sign-off card, and the Notice of Completion. Payment request packages shall be submitted to the City for approval.

6. Owner Complaint Resolution Process

Complaints concerning the Program should first be made to the Program staff. If unresolved to the satisfaction of the Owner, an appeal may be made, in writing, to the Director of Housing and Community Development. The decision of the Director shall be final.

7. Grant Risk Assessment

The City may refuse to provide a grant due to a foreclosure and/or bankruptcy or other property/Owner issues affecting the grant.

8. Lease-up

Upon approval of the application for the Section 8 Landlord Incentive Program, the apartment unit will be listed with the City Department of Housing and Community Development and made available to participants on the Section 8 Program. Owners should screen prospective tenants. The Owner will select a Section 8 Participant and execute the Request for Tenancy Approval. Upon the completion of the rehabilitation project, the unit will be re-inspected for compliance with the Housing Quality Standards. The Owner will enter into a minimum one-year lease with the Section 8 participant and into a Housing Assistance Payment contract with the City.

If the Section 8 participant vacates the unit for any reason, including Owner eviction notice, within twenty-four months of the start date of the initial Section 8 Lease, the Owner will rent to another Section 8 participant for the greater of one year or the remaining months of the initial twenty-four month period.

If the Owner was unable to rent the unit to a Section 8 participant during the twenty-four month period, the Owner will rent the unit to a low to moderate income family (income at or below 80% of the median family income).

9. Owner Noncompliance

If the City determines that the Owner has not complied with the Program requirements, the Owner will refund the full amount of the grant. Owner further understands that the Owner may be barred from future participation in City funded programs.

D. OTHER PROGRAM REQUIREMENTS

1. Bonus, Commission or Fee

The Owner will not pay any bonus, commission or fee for the purpose of obtaining approval of the grant application, or for any other approval or concurrence as may be required by HUD or the City, pursuant to the provisions of this Program.

2. Conflict of Interest

No Section 8 Landlord Incentive Program grant will be provided to any member of the governing body of HUD or the City of Hawthorne, who is in a decision-making capacity in connection with the administration of the Program. No member of the above organizations will have any interest, direct or indirect, in the proceeds from the Program grant or in any contract entered into by the Owner for the performance of the work, financed, in whole or in part, with the proceeds of the grant.

3. Disclosure of Information

The City is a public agency and information or records (with the exception of financial information which falls under Government Code Section 6250(c), and Section 7460 et seq.) submitted or released to the City by the Owner may be considered public records and subject to disclosure under the Public Records Act, Government Code section 6250 et seq.

4. Equal Opportunity Policy

The City will not discriminate based upon sex, age, race, creed, color, religion, national origin, marital status, ancestry or physical disability in the awarding of the contract for renovation of property assisted by a Program grant.

The City will not discriminate upon the basis of sex, age, race, creed, color, religion, national origin, marital status, ancestry or physical disability in accepting applications and processing Program grants.

Owners will not discriminate upon the basis of sex, age, race, creed, color, religion, national origin, marital status, ancestry or physical disability in renting housing units.

5. Substitution of Contractor

In the event that the selected contractor shall fail or refuse to complete the work in a professional and workmanlike manner as set forth in the Rehabilitation Construction Contract, including its General Conditions and Standard Specifications, or fail to use due diligence in performing the required work, the Owner may terminate the Rehabilitation

Construction Contract, upon providing proper notice to such contractor. The City will assist the Owner in completing the necessary termination documents as needed. No further rehabilitation is to commence until the Request for Substitution of Contractor and Termination of Contract Form, releasing the original contractor from his/her contractual obligations, is on file at the City, and a new contract is signed between the substitute contractor and the Owner.

a. **Non-commencement by Original Contractor:** The Owner will obtain a substitute

Contractor willing to perform the rehabilitation, and, to the extent possible, negotiate the total contract price with the new contractor to assure that the new contract does not exceed available grant funding. A new Rehabilitation Construction Contract, Notice to Proceed, and Waiver and Hold Harmless Agreement will be prepared by the City and appropriately signed.

b. **Noncompliance by Original Contractor:** The City will inspect the job and compile a list of incomplete or unacceptable items to determine the extent of work to be completed by the substitute contractor. A meeting will be held between the City, Owner(s) and the original contractor to establish a method of contractor payment and prepare an official Request for Substitution of Contractor Form signed by both Owner and the contractor. Funds withheld from the original contractor will be delineated on the form. The contractor must provide lien releases and invoices from the original contractor and subcontractor(s). The City will prepare a revised Work Write-up, based upon the City's inspection findings, which contain only those items necessary to complete the job. The City will obtain a substitute contractor willing to perform such work, and, to the extent possible, negotiate the total contract price with the new contractor to assure that the new contract does not exceed available grant funding. A new Rehabilitation Construction Contract, Notice to Proceed, and Waiver and Hold Harmless Agreement will be prepared by the City and appropriately signed.

6. Time Limits

The City staff will work expeditiously in completing all required application processing, inspections and payments. It is expected that the Owner will also complete his/her responsibilities in an expeditious manner. If the Owner is unable to complete the application requirements or work in a timely manner or within the time prescribed by the Staff, the Staff retains the authority to terminate the approval that was previously given. Notice of termination will be sent to the Owner.

7. Grant Cancellation

The Staff reserves the right to cancel and terminate any grant approval by sending notice

of
such cancellation to the Owner if:

- g. For a period of sixty (60) days from the day of execution of the Note, the Owner has failed or refused to start the approved rehabilitation work.
- h. The Owner failed or refused to complete such rehabilitation work within a reasonable time. Reasonable time normally will be considered to be six (6) months from the start of the renovation work.
- i. The Owner has been found to be doing rehabilitation work which does not comply with the City's ordinances and regulations.
- j. The renovation work is not being done in a manner approved by the Staff.
- k. The Owner has completed or is in the process of divesting ownership in the property which is the subject of the assistance.
- l. The subject property has suffered substantial destruction, by any means.
- m. The Owner has knowingly committed or intended to commit fraud.

8. Renovation Work Defects

The City of Hawthorne does not guarantee the quality of construction nor guarantee that work will be accomplished in a specified time. Generally, the guarantee received on the work is limited to one (1) year for workmanship by the contractor and is limited to the manufacturer's guarantee for materials.

Should future problems arise on a work project after project completion and payment to the contractor, the cost of remedial repair will be the Owner's responsibility, except if the rehabilitation work is found to be defective due to a judgement error on the part of the Staff in the work write-ups or inspections. In such cases, the Owner can apply for additional assistance to correct the defect. The defect coverage does not relieve the contractor of responsibility for defective workmanship and materials.

E.AMENDMENTS

Rules, regulations and procedures may be modified by the City Staff from time to time to accommodate changes in Federal and State regulations and housing policies adopted by the City Council. Major modifications to the program guidelines such as the purpose, goal and objective of the program will rest with the City Council.

AttachmentE

AmendmenttoChapter11 **OwnerRents,RentReasonableness,andPaymentStandards**

addto:

2. MAKINGPAYMENTSTOOWNER

DirectDeposit

InordertoprovidebettercustomerservicetheCitywillmakeautomaticmonthlyHAPdeposits intothebankac countoftheowner.Allownerswillberesponsiblefordesignatingadepository. WithinoneyearoftheCityestablishingadirectdepositsystem,allHousingAssistance Paymentswillbeconvertedtothedirectdepositsystem.

deletefrom:

2. MAKINGPAY MENTSTOOWNER

LatePaymentstoOwners

ToassisttheCityinitsoutreacheffortstoownersandtoprovidebettercustomerservice,the CitywilloffertomakeautomaticmonthlyHAPdepositsintothebankaccountoftheowner.If theowneragreestosuc hanarrangementwiththeCity,thedatethebankshowsasthedeposit datewillbetheofficialdateofrecordandwillbethedeterminingfactorincasesinvolvinglate paymentpenalties.

AttachmentF

AmendmenttoChapter7 **VerificationProcedures**

add:

11. CREDITREPORT

Acreditreportwillbeconductedforallmembers,eighteenyearsofageorolder,ofapplicantor participatingfamiliespriortotheinitialissuanceofavoucherandannuallythereafter,priorto recertification.Thecreditreportswillbeusedtoconfirmincome,placeofresidence, employmentandothereligibilityinformationprovidedbyallapplicantsandparticipants.

Ifadiscrepancyisfoundbetweentheinformation providedbythefamilyandtheinformation providedbythecreditreportingagency,thefamilywillbegiventheopportunitytoreviewthe informationforaccuracy.Thefamilywillalsobeprovidedtheopportunitytoprovidesupporting documentstoresolveanydiscrepancies.Theapplicantorparticipatingfamilyissubjecttothe penaltiesofChapter12,SectionJ.MisrepresentationofFamilyCircumstances.

Onecopyofthecreditreportwillbeprovidedtotheparticipatingfamily,uponwrittenrequest. Or,onecopyofthecreditreportwillbeprovidedtoapotentiallandlorduponthewrittenrequest andreleasebytheparticipatingfamily.

Attachment A

Executive Summary of Annual Plan

The mission of the Hawthorne Public Housing Agency is to effectively provide quality customer service and economic assistance to low-income persons/families and to insure tenancy in decent, safe, and sanitary housing. The PHA Plan and the City of Hawthorne Consolidated Plan are completely compatible. The Consolidated Plan includes several programs which will benefit the Section 8 participants, directly or indirectly.

The primary focus of the PHA Annual Plan for Program Year 2002 is to increase the lease-up (Section 8 participation) rate to 95% and to maintain that rate over time. The City will increase staffing and assure that the staffing is trained and productive. The City will market the Section 8 program to landlords to encourage their wider participation in the program. In order to encourage further landlord participation, the City will provide grants to landlords rehabilitating vacant apartment units which will then be rented to Section 8 participants. The City will also institute direct deposit of the Housing Assistance Payments to reduce lost checks and assure timely payment to landlords. The City will provide deferred loans to Section 8 participants to be used as security deposits. This will widen the choice of apartments available to participants and lessen the failure rate of having vouchers expire.

The City will implement its Family Self Sufficiency Program, encouraging existing participants to seek training and education to enhance their ability to become economically self-sufficient. The City will also offer a series of classes, including the eviction process, life skills, budgeting, and job training, in order to widen the participants' knowledge and abilities.

AttachmentH

AmendmenttoChapter15 **DenialorTerminationofAssistance**

addto:

A GROUNDSFORDENIALANDTERMINATION

MandatoryDenialandTermination

IfanymemberofthehouseholdissubjecttoalifetimeregistrationrequirementunderaStatesex offenderregistrationprogram.Thecriminalhistorybackgroundcheckwillbeusedrodetermine whetheranyhouseholdmemberissubjecttoalifetimesexoffenderregistrationrequirementin CaliforniaandinothetStateswherethehouseholdmembersarek nowntohaveresided.

Attachment I

CITY OF HAWTHORNE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM ACTION PLAN

INTRODUCTION

The Family Self-Sufficiency Program (FSS) is established by the Hawthorne Housing Authority to promote economic self-sufficiency among families participating in its Section 8 Rental Assistance Program. Eligible families are connected with appropriate support services and resources needed to move the family toward economic self-sufficiency. The program uses housing as a stabilizing force permitting the family to invest their energy in other efforts, including employment, education, and job training, necessary to achieve self-sufficiency. The FSS Program offers a financial incentive to families that become available upon successful completion of their Contract of Participation or upon achievement of certain interim goals.

This Action Plan was developed in accordance with 24 CFR Part 984, Subparts A and B, which set forth the guidelines for implementation of a local FSS Program.

The FSS Action Plan will be developed in coordination with the Family Self-Sufficiency Program Coordinating Committee. The Program Coordinating Committee for the FSS Program is the South Bay Workforce Incentive Board.

1. FAMILY DEMOGRAPHICS

The City of Hawthorne has an allocation of 686 Housing Choice Vouchers, 2 Moderate Rehabilitation Vouchers, and administers approximately 750 Housing Choice Vouchers for families who have reported -in from the City of Inglewood, City of Los Angeles, and the County of Los Angeles. Currently, there are 1,424 families under a lease under the City of Hawthorne's jurisdiction. The demographics of these assisted families:

Household Type Distribution of Head of Households

Elderly	Disabled	Families With Children	Other	Total
264	206	770	184	1,424

Age Distribution of Head of Household

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<30	30- 39	40- 49	50 -59	60- 69	70- 79	80+	Total
179	449	323	183	115	101	74	1,424

RacialDistributionofHeadofHousehold

AmIndian	Asian	Black	White	Hispanic	Multiple	Total
5	43	1,048	327	210	1	1,424

GenderofHeadofHousehold

Female	Male	Total
1,262	162	1,424

IncomeSourceDistributionandAverageAmount

IncomeSource	#ofParticipants/ AverageIncome
OwnBusiness	4 \$9,133
ChildSupport	73 \$3,511
GeneralRelief	49 \$2,779
MilitaryPay	2 \$5,448
NonwageSource	37 \$5,653
Pension	46 \$4,287
SSI	508 \$6,537
SocialSecurity	355

IncomeSource	#ofParticipants/ AverageIncome
	\$6,543
TANF	542 \$5,899
Unemployment	51 \$8,089
Wage	623 \$12,543
Total	2,290 \$7,823

ChildCareEx pensesDistributionandAverageCost

TypeofChild Care	ChildCare School	ChildCare SeekWork	ChildCare Work	Total
#ofParticipants/ AverageCost	3 \$4,320	8 \$5,525	96 \$3,725	107 \$3,876

2. ESTIMATEOFPARTICIPATINGFAMILIES

Between1993and 1998,theCityofHawthornewasawardedatotalof26Section8 Certificates/VoucherstiedtotheFSSProgram.TheCityanticipatesthatitwillbeableto providesupportiveservicesforthe26families,basedonavailableFederal,State,local,and privateresources.

3. NUMBEROFELEGIBLEFAMILIES FROMOTHERSELF SUFFICIENCY PROGRAMS

TherearenofamiliesparticipatinginProjectSelfSufficiency,OperationBootstrap,orother localselfsufficiencyprograms.

4. FSSFAMILYSELECTIONPROCEDURE

Familiese lectedtoparticipateintheFamilySelfSufficiencyProgramwillbechosenfrom amongthefamiliescurrentlyparticipatingintheCity =sSection8VoucherandModerate RehabilitationPrograms.ParticipationintheFSSProgramwillbeofferedtoallparti cipants intheRentalAssistanceProgram,Hawthorneresidents,aswellasparticipantswhohave

ported-in from other jurisdictions.

All participating families will be provided information on the FSS Program at the same time, irrespective of the individual characteristics of the household. A Spanish version of this initial information packet will be sent to those families that are only literate in Spanish. The City will strive to make the information available in other formats, as requested.

Selection will be on a first come/first served basis, based on the time and date that the participant responded to the offer of FSS participation. Families coming off the Waiting List will be given information about the FSS Program, but cannot be considered for the Program until they are released up under the Program. Participation in the FSS Program is voluntary, and participants choosing not to join the FSS Program will not lose or jeopardize their rental assistance because of this decision.

The Hawthorne Housing Authority will screen families for interest and motivation to participate in the FSS Program and, as such, the screening will be used solely to measure the family's interest and motivation to participate. The Housing Authority will use motivational factors including required attendance at an FSS orientation session, workshops, preselection interview, and the assignment of certain tasks which indicate the family's willingness to undertake the obligations which may be imposed by the Contract of Participation. The Housing Authority will not use such screening factors as the family's education level, educational or standardized motivational test results, previous job history or job performance, credit rating, marital status, number of children, or other factors such as sensory or manual skills and any other factors which may result in discriminatory practices or treatment toward individuals with disabilities or minority or non-minority groups.

All selected families will have an Assessment and an Individual Training and Services Plan (ITSP) completed. These selected families will be required to execute a Contract of Family Participation. The purpose of the Contract of Family Participation is to set forth the provisions of the FSS Program, to specify the resources and appropriate supportive services to be provided, to set forth measurable, incremental actions to be taken to achieve the end goal, and to specify the responsibilities and obligations of the participating family.

These selection procedures will ensure non-discrimination with regard to race, color, religion, sex, disability, familial status, or national origin.

5. INCENTIVES TO ENCOURAGE PARTICIPATION

The primary incentive for participation in the FSS Program is the ultimate benefit of economic self-sufficiency. The FSS Program allows participants to take advantage of schooling, training, and to gain work experience while receiving Section 8 Rental Assistance. The FSS Coordinator works with each family to develop an individualized plan to obtain the skills that will lead to increased earning power. The FSS Coordinator helps families access the training,

education, counseling, and job opportunities they need to accomplish their goals.

In addition, the Hawthorne Housing Authority will set aside money in an escrow account for FSS participants who begin to pay a larger portion of their rent due to increased earned income. Successful graduates of the program will receive the funds in their escrow account to use as they choose.

There are two ways to graduate successfully from the FSS Program and receive funds in the escrow account. The family completes all goals set in the Individual Training and Service Plan, the head of the household is suitably employed, and all household members have not received any Federal or State cash welfare assistance, such as TANF, AFDC, or General Assistance during the prior twelve months. A second method of successful graduation occurs when the family's income increases to the point that 30% of the family's monthly adjusted income equals or exceeds the existing housing Fair Market Rent for the Voucher size issued and the head of the household certifies that no family member receives Federal or State cash welfare assistance.

Although the escrow account can be used in any manner the successful participant wishes, the use of the funds for homeownership is strongly encouraged. The Hawthorne Department of Housing and Community Development administers a housing program providing financial assistance for first-time homebuyers. Successful graduates of the FSS program will be given priority for the City's First Time Home Buyer Program, provided they meet the income and other requirements of that Program.

Interim disbursements from the escrow account will be allowed on a case-by-case basis. The interim disbursements will only be allowed to meet a documented expense which is necessary to meet an interim goal and where there is no other source of funding for the expense. The money will be released as a two-party check between the participant and the payee.

The South Bay Workforce Investment Board is making application for funding for a new program called, South Bay Digital Access Initiative. FSS participants in Hawthorne will have preference under the Digital Access Initiative. The purpose of the project is to increase internet connections, literacy, and access by low-income jobseekers. Under this program participants will be able to attend computer and internet literacy workshops. Participants will be provided with an internet appliance and internet service for their home use. Participants will also receive on-line career counseling, guidance, and employment follow-up services.

6. OUTREACH EFFORTS

It is expected that outreach efforts will begin by July 1, 2002. The Hawthorne Housing Authority will mail a flyer about the FSS Program to all current participants on the Section 8 Program. The flyer will explain the FSS Program and offer participants the opportunity to participate in the Program. Participants who express interest in getting additional information

will be mailed an information package more fully describing the program benefits and procedures. The City will hold one or more meetings where the Program will be presented and questions answered. At the completion of the meeting, a form will be distributed for participants to complete if they are volunteering for the FSS Program.

Copies of the flyer will be included in the briefing package provided to all households coming off the waiting list. Although the families cannot enroll in the FSS Program until they are leased under the Section 8 Program, this will provide them information in anticipation of their Section 8 admission. Similarly, all families moving into the City will be provided with a copy of the flyer to inform them of the possibility of participating in the FSS Program if they lease up in the City.

The City will be scheduling a series of life skills and tenancy workshops during the Spring and Summer 2002. The workshops will also focus on employment training, employment counseling, budgeting, other related issues. The workshops will be a springboard for information on the FSS Program.

Participation will be on a first come, first serve basis according to the date the family expressed interest in participating in the FSS Program. The selection process is expected to be completed by September 15, 2002. FSS participants will be notified of their selection and FSS activities and supportive services will begin immediately thereafter.

The outreach process will be repeated over time, to assure continued interest in the Program and full enrollment.

7. FSS ACTIVITIES AND SUPPORTIVE SERVICES

The FSS Program will work in conjunction with the City of Hawthorne Job Training and Development Department (JTDD), which is the administrative entity for various programs provided under the Workforce Investment Act (WIA) and the California Family Economic Security Act (FESA). The JTDD represents the South Bay Workforce Investment Board (SBWIB), which includes the cities of El Segundo, Manhattan Beach, Hermosa Beach, Redondo Beach, Hawthorne, Lawndale, Gardena, and Inglewood.

The SBWIB has links with other service providers such as job services, vocational rehabilitation, child care agencies, labor organizations, juvenile diversion agencies, older worker service organizations and the County Welfare Department. These links can provide a coordinated effort in meeting the needs of the FSS participants.

The JTDD will have a contract with the Hawthorne Public Housing Authority to provide case management services for the City's FSS Program. The JTDD has agreed to pledge its resources and support services to further the objectives of the FSS Program. These support services include:

1. Classroom Training (CT) Vocational training in a classroom environment for individuals who need to obtain job skills, and
2. On-the-Job Training (OJT) Training in the private or public sector which occurs while the participant is engaged in productive work which provides knowledge or skills essential to the full and adequate performance of the job. OJT in the public sector is limited to the rotation between the civilian and governmental employment and non-governmental employment within the service delivery area.
3. Workshops Workshops will provide an orientation to the WIA Program as well as job seeking and job keeping information. Participation in both the WIA Orientation and Job Developer Workshops are required to continue in the FSS/WIA Program process.
4. Assessment An assessment will be provided for each FSS participant to determine individual training needs, aptitude, employability, and remedial education requirements.

Each participant will receive an Individual Training and Services Plan. The ITSP is a plan which determines how each participant's individual needs may be met by the FSS/WIA Program. This plan will include a summary of assessment results, short and long term goals, and the training/employment available. A referral to classroom training (CT) or On-the-Job Training (OJT) is made at this time. The plan will occur at a counseling session during the second week of the pre-enrollment process.

Support services are provided to the participant as determined in the counseling process and are documented in the participant employability plan. The WIA Operations Manual specifies how such services are to be determined and documented after reviewing all available resources. Such services include WIA Youth Program Services, CalWORKS Youth Jobs Program, and Long Term Family Self Sufficiency Community Based Teen Services Program.

8. METHODS FOR IDENTIFICATION OF FAMILY SUPPORT NEEDS

Each participant will undergo an assessment to determine needs, priorities, and career goals. The assessment will include a stabilization plan, short term plan and long term plan, as appropriate. The case manager and FSS participant must agree on the goals set forth in the above plans. These goals will be developed into the Individual Training and Services Plan (ITSP).

A stabilization plan would include steps to meet emergency needs and transitional services. The stabilization plan identifies immediate barriers and the most pressing needs. This may include such immediate needs as substance abuse rehabilitation, medical treatment, legal assistance, and family counseling. Stabilization of the participant's life is necessary before the participant can devote time and efforts into long range goal setting.

Short term plans include testing and career planning, education, counseling services, and skill

development. An assessment will be provided for each FSS participant to determine individual training needs, aptitudes, employability, and remedial education requirements. The short-term plan identifies other needs that may need long-term solutions, such as job training and education. It also identifies the participant's employability including emotional readiness, marketability, and similar factors. And, the short-term planning identifies skills, interests, values, and personality traits in the context of available school training and job opportunities. Various tools will be used for the assessment, including Aptitude Based Career Decision Test (ABCD), Interest Based Career Decision Test (IBCD), Employability Attitudes Test and Test of Adult Basic Education (TABE).

Aptitude is the potential to learn the skills required to perform in a given occupation. ABCD is a guide to assist the participant in selecting a career focused on his/her aptitudes. The ABCD Test provides the participant with valuable information to help make career choices.

The IBCD Test is a guide to assist the participant in selecting a career focused on his/her interests. IBCD identifies the kinds of activities that interest the participant and matches the participant to occupational families based on those interests.

For the Employability Attitudes test, employability attitudes are defined as those attitudes participants would display at a job interview and in actual jobs situations. For a participant to be job ready, his/her attitudes must be similar to those that the employer expects.

The Test of Adult Basic Education, TABE, measures reading, mathematics and English grade levels of the participants. The TABE would indicate areas where remedial education is needed.

Long-term plans include long-term vocational training skills, job search, retention, and continuing family development. Planning individual action steps involves defining specific goals and charting the steps necessary to obtain the goals. The goals must be reasonable and attainable, capitalizing on the participant's strengths and working on the participant's weaknesses. The plan must set specific and realistic dates for the completion of the steps. The plan must define the specific behaviors and activities associated with the attainment of each step.

9. PROGRAM TERMINATION, WITHHOLDING OF SERVICES, AND AVAILABLE GRIEVANCE PROCEDURES

During the term of the Contract of Family Participation, the head of the household and all participating family members will be required to complete the activities within the completion dates stated in the Individual Training and Services Plan. The participating family must also comply with the terms of the lease and the terms of the family obligations under the Section 8 Housing Choice Voucher Program. Further, the head of the household will seek and, after completion of applicable job training programs specified in the ITSP, maintain suitable

employment based on the skills and education of that individual and available job opportunities.

Seeking employment is defined as following a course of action which is reasonably designed to result in prompt employment in suitable work, considering the customary methods of obtaining work for which the participant is reasonably suited and the current conditions of the labor market. The following are examples of actions which may be considered a reasonable effort to search for suitable work:

1. Making application with such employers, whom may reasonably be expected to have openings suitable to the participant.
2. Registering with union hiring or placement facilities of a union, school or professional organization.
3. Making application or taking examinations for openings in the civil service of a governmental unit with reasonable prospects of suitable employment.
4. Registering with a private employment agency or an employer placement facility.
5. Responding to appropriate advertisements for work which is suitable to the participant.

If the head of the household refuses to seek or maintain suitable employment during the term of the Contract of Participation, or fails to live up to the other obligations under the Contract, or if any participating family member fails to complete the requirements of their ITSP, or if a family moves from the Hawthorne Housing Authority jurisdiction and does not continue in the FSS Program or complete its FSS Program requirements by transferring to the FSS Program of the receiving PHA, the amounts in the FSS escrow account will be forfeited and the Hawthorne Housing Authority will terminate or withhold FSS supportive services for the family. FSS participants will not be allowed to port-out from the City of Hawthorne for the first twelve months following the execution of the Contract of Participation.

The Hawthorne Housing Authority will not terminate the Section 8 Rental Assistance for failure to comply with the Contract of Participation unless the family also failed to comply with its family obligations under the Voucher Program.

Prior to terminating the Contract of Participation, participating families will receive a prompt written notice. The notice will describe the reasons for the decision.

If the participating family is terminated from the Rental Assistance Program, the City will follow its Informal Hearing procedures included in the City Administrative Plan. The family must request an informal hearing in writing with intent days of receiving the termination notice. During the Hearing, the family has the right to counsel at their own expense. Both the family and the Housing Authority will have the opportunity to present evidence and/or witnesses. A final decision stating the reasons will be issued by the Hearing Officer.

10. ASSURANCE OF NONINTERFERENCE WITH RIGHTS OF
NONPARTICIPATING FAMILIES

The Hawthorne Housing Authority assures that a family's decision to not participate in the FSS Program will not affect its admission or continued right to participate in the Section 8 Housing Choice Voucher Program.

11. TIMETABLE FOR PROGRAM IMPLEMENTATION

Proposed Activity	Initiation Date
Outreach for the FSS Program	July 1, 2002
Family selection	September 15, 2002
Assessment and development of Individual Services and Training Plan	November 1, 2002
Contract of Participation executed	December 1, 2002
Full enrollment and delivery of services	March 1, 2003

12. CERTIFICATION OF COORDINATION

The Hawthorne Housing Authority hereby certifies that the development of the services and

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AttachmentJ

StatementofProgressinMeeting5 -YearPlanMissionandGoals

TheCityofHawthornePHAhas takenmajorstepstowardsrealizingthemiissionandgoalsset forthinthe5 -yearPHAPlan.

TheCitydidnotmakeapplicationforadditionalunits duetothenumberofvacanciesinthe Section8Program.Thelease -uprateisexpectedtobeupto95%attheendofProgramYear 2001.Itisanticipatedthatthelease -upratewillequalorexceed95%forProgramYear2002.

TheCityhastakenandwill continuetotakeadditionalstepstomaintainahighlease -uplevel. TheCitywillhireanadditionalHousingSpecialisttoadministertheProgram.Asecond HousingInspectorwashiredtomaintainamoretimelyinspectionschedule.

TheCityhasappoin tedtheSouthBayWorkforceIncentiveBoardtobetheProgram CoordinatingCommitteefortheFamilySelfSufficiencyProgram.ThecompositionoftheBoard bringsawidevarietyofexpertiseandserviceagencyconnectionstotheFSSProgram.Outreach fortheProgramshouldbeginbyJuly1,2002.ItisanticipatedthattheselectionofFSS participantswillbecompletedbySeptember15,2002withtheContractsofParticipation executedshortlythereafter.

Inordertomaintainthehousingstock,especiall ytherentalhousingstock,asstandard,healthy, andsafehousing,theCityhasproposedseveralprogramstobefundedwithCDBGandHOME funds.CDBGfundspaidforincreasedCodeEnforcementtopreventblightandtocorrect blightedconditions.TheCDBGfundedMultifamilyDisabilityImprovementProgramprovided grantstoownersrenovatingapartmentunitsoccupiedbydisabledtenants,makingtheunits suitabletothetenant =sdisabilities.HOMEfundswillprovideloansandgrantsforthe rehabilitation ofmultifamilyhousingunitswhichareoccupiedorintendedtobeoccupiedbylow andmoderateincomefamilies.

Resolvingthecontinuedlossofhomeownershipopportunitiesisamajorfocus.Thehighest priorityforhomeownersarefinancialassistanceand housingrehabilitation.Mortgageassistance forfirsttimehomebuyersisprovidedthroughHOMEfundingandCalHomefunding. Successfulapplicantscanreceiveupto\$40,000toreducetheirprimarymortgage.TheCityhas implementedaHousingRehabili tationProgramusingCDBG,HOMEndCalHomefunding. Successfulapplicantscanreceivegrantsandloansupto\$35,000forhousingrehabilitationto owner-occupiedhousingunits.

FairHousingisfurtheredthroughthecontractualserviceswiththeWestside fairHousing Council.TheCityhasenteredintoacontracttoupdateitsHousingElementandtheAnalysisof ImpedimentstoFairHousing.BothshouldbecompletedduringtheSummer2002.